














# Method Statement

Ref No.: 1397

<b>Description of the Task/Activity:</b>	Removal of Structural wall			
<b>Project Name:</b>	7 CG	<b>Project Ref:</b>	1397	
<b>Site Address/ Location:</b>	7 Cambridge Gate	<b>Start Date/Time:</b>	04/02/15	
		<b>Finish Date/Time:</b>	TBC	
<b>Personnel involved:</b>	<b>Name</b>		<b>Role/Trade</b>	
	Nick Johnson		Site Manager	
	Multiple Names		Steel Installers	
	Multiple Names		Builders	
<b>Works Supervisor:</b>	Nick Johnson	<b>Role:</b>	Site Manager	<b>Tel:</b> 07885 523020
<b>Key Plant and Tools Required:</b>	Acro Props, Needle steels, angle grinder, drills,			
<b>Key Materials Required:</b>	Rubble sacks			
<b>Other Essential Equipment:</b>	Podiums, step ladders and Mobile Platforms			
<b>Specific Identified Residual Hazards:</b>	N/A.			
<b>Specific Staff Training Requirements:</b>	N/A			

<b>Sequence of Operations:</b>	<ol style="list-style-type: none"> <li>1. Remove sections of ceiling either side of the wall to be removed (Refer to Ceiling &amp; Cornice Removal MS)</li> <li>2. Create 3 no penetration at high level above top of steel line, and 3 no directly below the upper 300mm up from floor level</li> <li>3. Install needle props through penetrations and brick wedge level</li> <li>4. Install acro props between upper and lower needle and either side of wall.</li> <li>5. Remove 300mm high x girth of wall brick/block to left and right hand side of opening to underside of steel position</li> <li>6. Install Ply shuttering and pour concrete into opening</li> <li>7. Allow concrete to dry for 48hours</li> <li>8. Remove brick work from Left concrete pad to right concrete pad</li> <li>9. Install steel ontop of concrete pads and level metal shims</li> <li>10. Install dry back mix and brick if over 75mm to between upper side of steel and lower side of upper brick/block work</li> <li>11. Remove acro props and needles</li> <li>12. Cut left and right side of opening both side of walls using a grinder</li> <li>13. Carefully remove the bricks/block top down.</li> <li>14. Bag up brick/block and remove from site.</li> </ol>						
<b>Temporary Supports and Props needed to facilitate the works:</b>	Acro Props, refer to above and accompanying Risk assessments						
<b>Method of Access and Egress to the work area:</b>	Refer to Access & Egress Method statements						
<b>Fall Protection Measures:</b>	Refer to Working at Height RAMS						
<b>Hazardous Substances:</b> (Attach COSHH Assessments and MSDS)	(ie: Lubricants/Solvents/Flammable Materials/Refrigerants/Welding Gases etc)						
	 Very Toxic	 Harmful/Irritant	 Corrosive	 Dangerous for the environment	 Oxidising	 Highly flammable	 Explosive
<b>Applicable:</b>	No	No	No	No	No	No	No
<b>Required Personnel Protective Equip.:</b>	 Safety Boots	 Hard Hats	 Safety Gloves	 Hearing Protection	 Respiratory Protection	 Eye Protection	<b>Other:</b> <ol style="list-style-type: none"> <li>1. Hi-Viz</li> <li>2.</li> <li>3.</li> </ol>

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the companies Health and Safety Policy and construction phase plan.

**Prepared by: O Gomez Evans**

**Position: Director**

**Date: 04/02/15**

**Reviewed by:**

**Position:**

**Date:**

# CONSTRUCTION RISK ASSESSMENTS

<b>Project Title:</b>	7 Cambridge Gate	<b>Risk Assess. No.:</b>	<b>A1</b>								
<b>Task/Activity:</b>	Concreting Operations	<b>Project No.:</b>	1397								
		<b>Date Prepared:</b>	04/02/15								
HAZARDS		Likelihood			Severity				Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity	
	Score:	3	2	1	5	4	3	2	1		
1	Concrete causing dermatitis/concrete burns		X				X			6	
2	Slips, trips and falls	X					X			9	
3	Hand arm vibration	X					X			9	
4	Collapse of supporting structure/formwork		X			X				8	
5	Failure of concrete pump hoses		X			X				8	
6	Noise	X					X			9	
7											
8											
9											
10											
<b>Risk Assessment Scores:</b>		<b>10+ Very High Risk</b>			<b>5-9 High Risk</b>			<b>1-4 Low Risk</b>			

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection	X	Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> <li>➤ Manual handling training to be provided to all workers</li> <li>➤ Staff to be informed of the hazards and risks (concrete burns and dermatitis) from contact with concrete</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work</li> </ul>

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> <li>➤ Ensure all PPE is worn</li> <li>➤ Limit exposure time to vibrating equipment such as concrete pokers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plan/sequence works to ensure operatives do not have stand in concrete</li> <li>➤ Wash all concrete off skin immediately</li> </ul>

Physical Controls	Procedural Controls
➤ Provide suitable working platforms	

HSE & Other Guidance	Comments
➤ HSG 46 A Guide for Small Contractors: Site Safety and Concrete Construction	➤

# CONSTRUCTION RISK ASSESSMENTS

<b>Project Title:</b>	7 Cambridge Gate	<b>Risk Assess. No.:</b>	<b>A2</b>								
<b>Task/Activity:</b>	Pre-Demolition Enabling Works	<b>Project No.:</b>	1393								
		<b>Date Prepared:</b>	04/02/15								
HAZARDS		Likelihood			Severity					Risk Score	
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity	
	<b>Score:</b>	3	2	1	5	4	3	2	1		
1	Exposure to hazardous substances (Asbestos, lead etc)	X			X					15	
2	Exposure to live services	X			X					15	
3	Contaminated substances from historic use of the site		X			X				8	
4	Fire caused by site clearance works	X				X				12	
5											
6											
7											
8											
9											
10											
<b>Risk Assessment Scores:</b>		<b>10+ Very High Risk</b>			<b>5-9 High Risk</b>			<b>1-4 Low Risk</b>			

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	X
Other Workers	X	Managers	X	Young Persons	X
Others					

PPE REQUIREMENTS					
Harness & Lanyard	X	Hi-Viz Clothing	X	Respiratory Protection	X
Hearing Protection	X	Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
<b>Information/Instruction/Training</b>	<b>Managerial Controls</b>
<ul style="list-style-type: none"> <li>➤ Comprehensive induction and training is required for all operatives to reinforce the inherent dangers of this work and to highlight the potential hazards which they may encounter</li> <li>➤ Staff need to be informed of the need for good hygiene</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work</li> <li>➤ All services to the site should be disconnected and isolated at the boundary to site before the start of works</li> <li>➤ A full Type 3 survey should be undertaken prior to the commencement of works</li> </ul>

<b>Physical Controls</b>	<b>Procedural Controls</b>
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Physical Controls	Procedural Controls
<ul style="list-style-type: none"> <li>➤ All cuts and scratches should be treated and covered immediately to prevent infection</li> <li>➤ All known hazardous substances such as Asbestos should be removed from the site prior to the start of works and clearance certificate issued</li> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤ Smoking should not be permitted on the site</li> <li>➤ Regular coordination meetings should be held to ensure good communications are being maintained and that the safe systems of works are being maintained</li> <li>➤ All suspicious substances should be left intact and reported immediately to the works supervisor and works in the area stopped until the issue has been resolved</li> <li>➤</li> </ul>

HSE & Other Guidance	Comments
<ul style="list-style-type: none"> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>

# CONSTRUCTION RISK ASSESSMENTS

<b>Project Title:</b>	7 Cambridge Gate	<b>Risk Assess. No.:</b>	<b>A3</b>								
<b>Task/Activity:</b>	Propping	<b>Project No.:</b>	1393								
		<b>Date Prepared:</b>	02/02/15								
HAZARDS		Likelihood			Severity				Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity	
	Score:	3	2	1	5	4	3	2	1		
1	Collapse of the falsework/propping systems	X			X					15	
2	Falls from height	X			X					15	
3	Falling materials	X				X				12	
4	Manual Handling		X				X			6	
5	Use of power tools/trailing leads	X						X		6	
6	Noise/vibration	X					X			9	
7											
8											
9											
10											
<b>Risk Assessment Scores:</b>		<b>10+ Very High Risk</b>			<b>5-9 High Risk</b>			<b>1-4 Low Risk</b>			

PERSONS AFFECTED					
Operatives	X	Members of Public		Site Visitors	X
Other Workers	X	Managers	X	Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard	X	Hi-Viz Clothing	X	Respiratory Protection	X
Hearing Protection	X	Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> <li>➤ Training to provided in the use, erection and dismantling of the falsework and propping systems</li> <li>➤ Ensure all staff are familiar with the sequence of operations and have copies of the plans and calculations before commencing works</li> <li>➤ Ensure all persons are aware of the hazards and have the appropriate training</li> <li>➤ All lifting operations should be carefully planned and coordinated by a competent person</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work</li> <li>➤ Ensure that the systems have been properly designed and are suitable for the chosen application, taking into account factors such as the spans, loads and use</li> </ul>

<b>Physical Controls</b>	<b>Procedural Controls</b>
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Physical Controls	Procedural Controls
<ul style="list-style-type: none"> <li>➤ All works shall be controlled by a Falsework Coordinator as defined in BS5975</li> <li>➤ Safe access and egress to the workplace should be provided, together with safe working platforms</li> <li>➤ Where appropriate edge protection and fall arrest system shall be used</li> <li>➤ Where appropriate protection should be put in place to prevent the falsework/props from being disturbed/moved</li> </ul>	<ul style="list-style-type: none"> <li>➤ All work should be carried out in accordance with an agreed method statement and sequence of works</li> <li>➤ Falsework must not be overloaded</li> </ul>

HSE & Other Guidance	Comments
<ul style="list-style-type: none"> <li>➤ HSG46 A Guide for Small Contractors: Site Safety and Concrete Construction</li> <li>➤ HSG32 Safety in Falsework for In-Situ Beams and Slabs</li> <li>➤ BS5975 Code of Practice for Falsework</li> </ul>	<ul style="list-style-type: none"> <li>➤ All falsework and propping systems should be carefully designed by a competent person</li> </ul>

# CONSTRUCTION RISK ASSESSMENTS

<b>Project Title:</b>	7 Cambridge Gate	<b>Risk Assess. No.:</b>	<b>A4</b>							
<b>Task/Activity:</b>	Abrasive Cutting & Drilling Tools	<b>Project No.:</b>	1397							
		<b>Date Prepared:</b>	04/02/15							
HAZARDS		Likelihood		Severity				Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Burst wheel/disc		X				X			6
2	Flying debris from wheel/disc		X				X			6
3	Flying debris from material being cut/ground		X				X			6
4	Noise/Vibration	X						X		6
5	Inhalation of dust	X						X		6
6	Contact with cutting wheel/disc		X			X				8
7	Entanglement of clothing in moving parts			X			X			3
8										
9										
10										
<b>Risk Assessment Scores:</b>		<b>10+ Very High Risk</b>		<b>5-9 High Risk</b>		<b>1-4 Low Risk</b>				

PERSONS AFFECTED					
Operatives	X	Members of Public	X	Site Visitors	
Other Workers	X	Managers		Young Persons	X
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection	X	Eye Protection	X	Head Protection	X
Gloves	X	Boots	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial Controls
<ul style="list-style-type: none"> <li>➤ All persons changing abrasive wheels/cutting discs shall be trained in accordance with the requirements of current regulations</li> <li>➤ All operatives to be trained in the selection and use of abrasive wheels/ cutting discs</li> <li>➤ All operatives using abrasive wheels should be instructed to warn other persons in the area who may be affected by their work and ensure that they remain at a safe distance</li> <li>➤ All operatives to be trained in the use of the appropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work</li> <li>➤ Only competent fully trained persons shall be authorised to change/mount abrasive wheels, all such persons shall be formally appointed by the company and recorded on a central register</li> <li>➤ The register shall be maintained together with copies of training certificates for all persons qualified/authorises to change abrasive wheels</li> <li>➤ Managers to ensure that sufficient supplies of the correct type of cutting disc/wheel are always available</li> </ul>

Physical Controls	Procedural Controls
<ul style="list-style-type: none"> <li>➤ All wheels/discs to be inspected prior to use/mounting</li> <li>➤ Checks to be made to ensure the correct disc has been selected</li> <li>➤ Operators shall not apply excessive pressure to the disc during the cutting operation and shall ensure that the correct speed is used for the disc</li> <li>➤ Adequate and appropriate storage facilities to be provided for the storage of cutting discs/wheels and associated equipment</li> <li>➤ All required PPE as stated above shall be inspected and assessed for its suitability prior to use</li> <li>➤ No loose clothing or other material shall be worn or in the vicinity of the cutting operation</li> <li>➤ Operators shall only commence cutting operations when it is safe to do and they shall ensure that they have a firm footing at all times</li> <li>➤ Ensure guards are properly positioned to minimise the risk of injury should the cutting disc/wheel fail</li> </ul>	<ul style="list-style-type: none"> <li>➤ Disc cutters and abrasive wheels shall only be used by appropriately trained and competent persons</li> <li>➤ Staff to ensure that the area adjacent to the cutting operations are either kept clear or that sufficient shielding is provided to guard other operatives/members of the public from flying sparks, dust and other debris</li> <li>➤ Ensure adequate ventilation is provided in areas where ventilation is poor</li> <li>➤ Where there is a potential fire risk, ensure an appropriate fire extinguisher is available</li> </ul>
HSE & Other Guidance	Comments
<ul style="list-style-type: none"> <li>➤ HSG17 Safety In the Use of Abrasive Wheels</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> </ul>